YARRIAMBIACK SHIRE COUNCIL

OCCUPATIONAL HEALTH AND SAFETY POLICY AND MANUAL

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CONTENTS

1   INTRODUCTION

Yarriambiack Shire Council is committed to the provision of the highest levels of safety for employees and for the general public in the delivery of Quality and Service to all its customers.

Yarriambiack Shire Council recognises its legal and ethical responsibility to provide a safe and healthy working environment for all of its employees and contractors and in an effort to carry out its declared responsibilities, the Shire has prepared this document to act as a guide and training tool for all existing and new employees including contractors engaged for works for the Shire. It should be noted ***this document provides an overview of the processes and systems established only*** and where additional information may be required regarding any specific topic, please refer to the relevant policy or procedure as applicable.

Whilst the Shire recognises its obligations and responsibility in this area, it also requires an appropriate and responsible approach to Occupational Health and Safety (OH&S) and Risk Management from all personnel.

Yarriambiack Shire Council has developed this manual in accordance with the requirements of the AS-NZS-ISO 45001 Management systems. This standard is the international management standard, and the adoption of this OH&S management system structure provides a recognised structure for the processes and systems currently available and is intended to enable Yarriambiack Shire to provide a safe and healthy workplace, prevent work-related injury and ill health, and continually improve its OH&S performance.

The responsibilities assigned by the Shire for the occupational health and safety of workers and others who can be affected by its activities. This responsibility includes promoting and protecting their physical and mental health.

2   AIM OF THE MANAGEMENT SYSTEM

2.1   SYSTEM OVERVIEW

(ISO45001 Clause 4.4)

The implementation of the OH&S management system is a strategic and operational decision made by the management team for the Shire.

The success of the OH&S management system depends on leadership, commitment and participation from all levels and functions of the organisation.

The implementation and maintenance of the OH&S management system, its effectiveness, and its ability to achieve its intended outcomes are dependent on a number of key factors, which can include:

a)   Commitment, responsibility, and accountability of management's leadership.

b)   The management group developing, leading, and promoting a culture throughout the organisation that supports the intended outcomes of the OH&S management system.

c)   Communication across all sectors of the organisation, including external parties, being organisations or individuals.

d)   Consultation and participation of workers, and, where they exist, workers' representatives.

e)   The allocation of the necessary resources to maintain the systems and processes.

f)   Establishing policies, which are compatible with the overall strategic objectives and direction of the organisation.

g)   Establishing effective process(es) for the identifying of hazards, controlling OH&S risks, and taking advantage of OH&S opportunities.

h)   Monitoring the ongoing performance and evaluation of trends of the OH&S management system to improve OH&S performance.

i)   Integrating the OH&S management system including identified risks into all organisation's business processes.

j)   Establishing objectives that align with the OH&S policy which consider the organisation's hazards, risks, and opportunities.

k)   Continual monitoring and maintaining compliance with its legal requirements and other requirements, as applicable.

Should all of the above criteria be established and met, then the Shire can demonstrate a successful implementation by the organisation to give assurance to our workers and other interested parties that an effective OH&S management system has been put in place.

Regulatory compliance of Occupational Health and Safety is placed as a high-risk activity for the Council as employers of personnel and contractors but also for the safety of the public within our community.

The following diagram in figure 1 demonstrates the level of risk for compliance and the level of risk of legal action being taken by regulatory authorities and the consequences of those actions or non-actions taken to comply.

The Yarriambiack Shire therefore has determined that to reduce potential risk, the development of this manual and associated processes and activity is the best strategy to undertake.

Figure 1 - Risk Level of Compliance
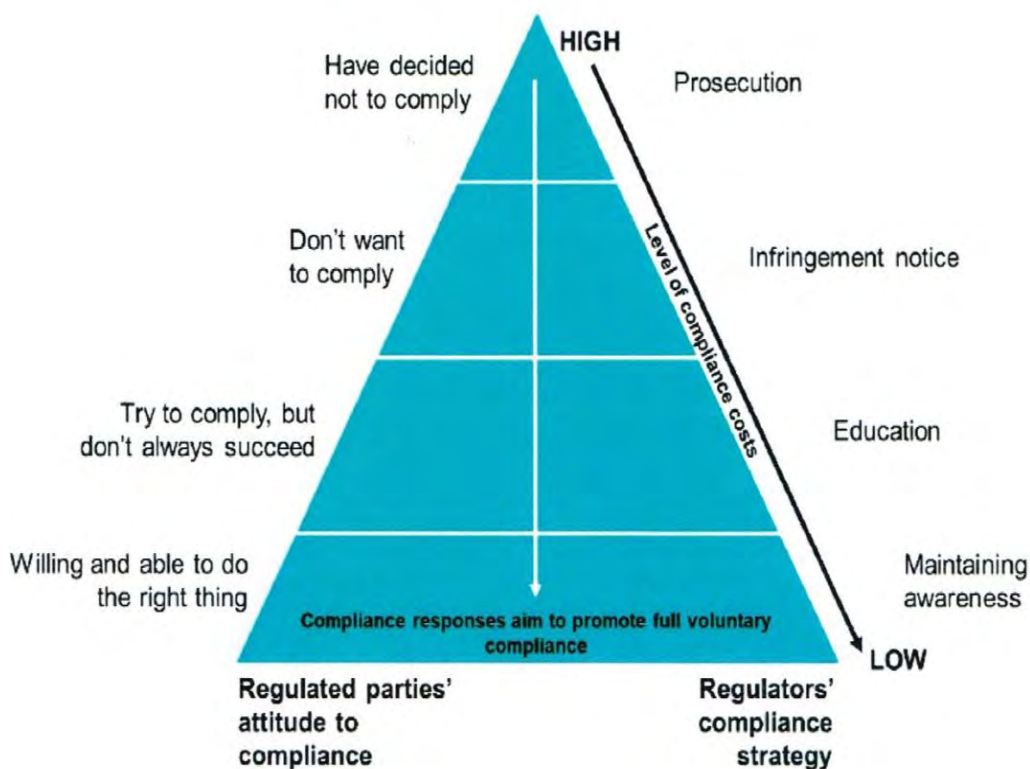
The adoption of this document, however, will not in itself guarantee prevention of work-related injuries and/or ill health to workers, but with the provision of a risk-based approach to provision of a safe and healthy workplaces and improved performance will reduce the number of incidents occurring within the workplace.

2.2   IMPROVEMENT CYCLE

The management system is structured on an improvement cycle, known as a **Plan**, **Do**, **Check**, **Act** cycle supported by the leadership team and worker participation. This process supports systems improvement, fulfilment of legal and other obligations and assists in meeting business goals and objectives. A model of the structure is shown in figure 2.

Figure 2 – Improvement Cycle
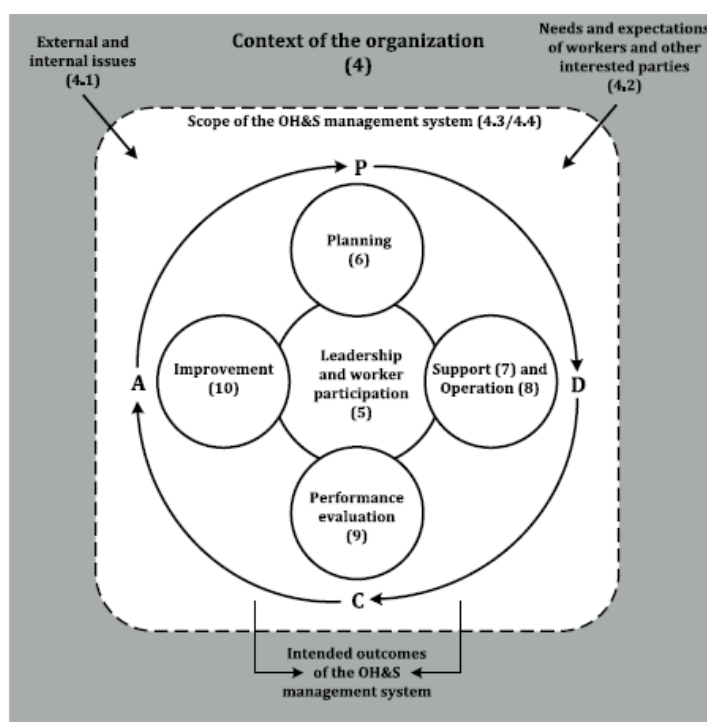
3   ORGANISATION - CONTEXT
(ISO45001 Clause 4.1 & 4.2)

The Shire of Yarriambiack is a local government area of Victoria, Australia, located in the north-western part of the state. It covers an area of 7,158 square kilometers and, at the 2021 Census, had a population of 7,082. It includes the towns of Hopetoun, Murtoa, Rupanyup and Warracknabeal. It was formed in 1995 from the amalgamation of the Shire of Warracknabeal, Shire of Karkarooc, and parts of the Shire of Dunmunkle and Shire of Wimmera.

The Shire is governed and administered by the Yarriambiack Shire Council; its seat of local government and administrative centre is located at the council headquarters in Warracknabeal, it also has a service centre located in Hopetoun. The Shire is named after Yarriambiack Creek, a geographical feature that meanders through the LGA from the Wimmera River, through Warracknabeal, to Lake Coorong at Hopetoun

3.1   OBJECTIVES OF THE COUNCIL
(As defined by the Local Government Act 1989 Section 3c)

1.   The primary objective of the Council is to endeavour to achieve the best outcomes for the local community having regard to the long term and cumulative effects of decisions.

2. In seeking to achieve its primary objective, the Council must have regard to the following facilitating objectives:

   a) To promote the social, economic, and environmental viability and sustainability of the municipal district.

   b) To ensure that resources are used efficiently and effectively, and services are provided in accordance with the Best Value Principles to best meet the needs of the local community.

   c) To improve the overall quality of life of people in the local community.

   d) To promote appropriate business and employment opportunities.

   e) To ensure that services and facilities provided by the Council are accessible and equitable.

   f) To ensure the equitable imposition of rates and charges.

   g) To ensure transparency and accountability in Council decision making.

3.2 FUNCTIONS OF THE COUNCIL
(As defined by the Local Government Act 1989 Section 3e)

1. The functions of the Council include:

   a) Advocating and promoting proposals which are in the best interests of the local community.

   b) Planning for and providing services and facilities for the local community.

   c) Providing and maintaining community infrastructure in the municipal district.

   d) Undertaking strategic and land use planning for the municipal district.

   e) Raising revenue to enable the Council to perform its functions.

   f) Making and enforcing local laws.

   g) Exercising, performing, and discharging the duties, functions and powers of Councils under this Act and other Acts.

   h) Any other function relating to the peace, order, and good government of the municipal district.

2. For the purpose of achieving its objectives, the Council may perform its functions inside and outside its municipal district boundary.

3.3 ROLE OF THE COUNCIL
(As defined by the Local Government Act 1989 Section 3D)

1. The Council representatives are elected to provide leadership for the good governance of the municipal district and the local community.

2. The role of the Council includes:

   a) Acting as a representative government by considering the diverse needs of the local community in decision making.

   b) Providing leadership by establishing strategic objectives and monitoring their achievement.

   c) Maintaining the viability of the Council by ensuring that resources are managed in a responsible and accountable manner.

d) Advocating the interests of the local community to other communities and governments.

e) Acting as a responsible partner in government by considering the needs of other communities.

f) Fostering community cohesion and encouraging active participation in civic life.

3.4   SERVICES PROVIDED BY THE COUNCIL

The Yarriambiack Shire provides many services and functions in our community which include: -

3.4.1   AGED & DISABILITY SERVICES

The activities cover:

- Domestic Assistance
- Personal Care
- Respite Care
- Property Maintenance Service
- Delivered Meals (Meals on Wheels)
- Centre Base Meals
- Senior Citizens
- Disabled Parking Permits
- Personal Alert Victoria (Monitoring system for people at home)

Our aims are to provide a comprehensive and co-ordinated support service for the frail, aged, people with a disability from all cultural backgrounds, and their Carers.

Services are aimed to assist people to be more independent and to continue living in the community.

To provide services which are flexible and able to meet the needs of people who are eligible for services. Yarriambiack Shire Council assist you by doing those tasks that you find the most difficult.

3.4.2   MATERNAL CHILD HEALTH SERVICES

The aim of this activity is to provide a free, universal service to parents of children 0-6 years to monitor the progress and development of the child and assist parents with their role as care givers. Both staff members are immunisation nurses.

3.4.3   PLAYGROUPS

Council facilitates Playgroups in Murtoa, Rupanyup, Minyip, Warracknabeal, Beulah, and Hopetoun on a weekly basis.

Council supports community run playgroups at Tempy and Patchewollock on a fortnightly basis. (Alternate Mondays)

3.4.4   PRE-SCHOOLS / KINDERGARTENS

Pre-schools / Kindergartens exist in Warracknabeal, Hopetoun, Minyip, Rupanyup, Murtoa, and Beulah.

They allow pre-schoolers to socialise as they play and learn together. They give parents and caregivers the opportunity to meet new people, gain support and exchange parenting ideas.

3.4.5 YOUTH SERVICES

This activity is to provide a health focused referral service to assist young people between the ages of 12 - 25 to live healthy active lives and create opportunities, recreation, and civic participation for young people across the Shire. The service also aims to assist parents of teenagers.

3.4.6 ENVIRONMENTAL HEALTH

This activity regulates and monitors food premises, monitors air and water quality and disease outbreaks, and oversees septic tank installation.

3.4.7 RATES

Rates levied on premises and properties are used to service our community with essential services such as roads, footpaths, and community facilities. These facilities require maintenance and refurbishment (as required) to allow safe access for the community use.

As part of this activity, we offer pensioner reductions for eligible pensioners on their principal place of residence.

In addition, we conduct a revaluation of the municipality every 2 years. The valuation of your property is shown on the rate notice.

3.4.8 ANIMAL MANAGEMENT

This activity assists the responsible pet ownership not only means caring for the health and welfare of your dog or cat, responsible pet ownership also provides: -

1.   Registration of dogs or cats
2.   Desexing of animals to reduce the tendency to mark and prevent unwanted young or aggressive behaviour.

3.4.9 ROAD MANAGEMENT

The purpose of this strategy is to protect and enhance the environmental, amenity and cultural values of road reserves, while maintaining the functional amenity of the road for community use.

3.4.10 WASTE MANAGEMENT

Waste collection, recycling and waste disposal services are provided to residents and businesses throughout the Shire.

3.4.11 BUILDING AND PLANNING SERVICES

Building and Planning Services are managed as part of the overall development aspects of the Shire.

3.4.12 OTHER SERVICES AND ACTIVITIES

Other services provided to the community include emergency management, tourism, and community events.

All of the above services and activities require a level of safety and health protection be established by organisers and managers to ensure no incidents occur, as far as is practicable.

3.5 SCOPE OF THE MANAGEMENT SYSTEM
(ISO45001 Clause 4.3)

The scope of the management system is applicable to all of the operations of the various business activities of the Council. This includes all work activities whether based internally or conducting outdoor activities

Our Occupational Health and Safety systems is an integrated system intended to ensure all personnel whether an employee, contractor, visitor, volunteer, or a member of the public are

protected, as far as is reasonably practical, from incidents occurring in our workplaces from our work practices.

Our management system includes information from internal and external parties, taking into consideration their requirements, planning for all work-related activities, and measuring performance to allow for areas of improvement to be implemented as required.

Please refer to Appendix A for a listing of Policies, Procedures and Guidelines available for additional information as required.

3.6   LEADERSHIP AND WORKER PARTICIPATION

3.6.1   LEADERSHIP COMMITMENT
(ISO45001 Clause 5.1)

Yarriambiack Shire has a defined structure with the Executive Management Team (CEO and Directors) having overall responsibility for our systems including:

- Determining company policies.

- Establishing objectives for business and its activities.

- Ensuring compliance to statutory or other stated rules.

- Ensuring systems are established, implemented and effectiveness of these is reported.

- Ensuring trained resources are available to perform and verify work in accordance with the requirements of the Management Systems.

- Providing leadership and commitment to ensure all the aspects of the Management Systems are implemented and used as planned.

- Performing reviews of the systems to ensure adequacy and effectiveness of systems and improvements within the business.

- Verifying the implementation of solutions.

- Controlling *(where necessary)* further processing and delivery of nonconforming service until the deficiency or unsatisfactory condition has been corrected.

Employees within the Council have been given the organisational freedom and authority to:

- Initiate action to prevent the occurrence of any nonconformity relating to the service provided, process utilised and/or systems used. Systems may include Quality, Environmental, Safety or Process.

- Identify and record any problems relating to the product, process, and system.

- Initiate, recommend or provide solutions to identified issues through designated channels and systems.

- Record and notify in a timely manner, hazards, spills, or issues related to environment or safety activities.

- Personnel engaged in the delivery of services have the authority and freedom to ensure their work and decisions made to manage those activities is not influenced by any commercial, financial, or other pressures of the business.

Organisation Charts define the interrelationships and responsibilities within the organisation. Refer figure 3, 4, 5 & 6.

3.6.2   SPECIFIC RESPONSIBILITY

The Council recognises some roles will take additional responsibility and accountability for specific functions necessary to ensure continuity. These responsibilities include fiscal

management, safety, quality systems and service delivery. Personnel job descriptions act as the mechanism by which these responsibilities are managed.

3.6.2.1 CHIEF EXECUTIVE OFFICER AND DIRECTORS

- Foster a top-down safety cultural approach from management to health and safety whereby this culture becomes a core value of Council.

- Formally approve the OHS & Risk Management Policies and Procedures.

- Review overall organisational OHS/Risk Management performance.

- Review serious Incidents, Near Misses and Hazards.

- Ensure organisational compliance to OH&S legislation.

- Encourage and support awareness of all potential risks throughout the Council by employees, contractors, and Councilors.

3.6.2.2 RISK MANAGEMENT OFFICER (BUSINESS TRANSFORMATION OFFICER) AND OCCUPATIONAL HEALTH & SAFETY OFFICER

The Risk Management and OHS Officer have the responsibility and authority to facilitate and maintain an effective Risk Management and OHS System within the organisation.

Duties Include:

- Calling of regular Risk Management/OH&S meetings.

- Chair Risk Management/OHS meetings.

- Investigate current safety incidents within Council.

- Review changes to the Risk Management/OHS policies and systems.

- Organise Risk and Safety training programs as required.

- Review safety incidents and corrective actions.

The Risk Management Officer and OHS Officer may delegate authority and responsibility where necessary or appropriate.

3.6.2.3 BUSINESS UNIT MANAGERS (INCLUDES CO-ORDINATORS)

- Foster a top-down safety cultural approach from management to health and safety whereby this culture becomes a core value of Council.

- Ensure all appropriate actions are taken to implement Risk Management and OHS Policies, Procedures and Legislative requirements

- Monitor Risk Management and OHS performance within your area of responsibility.

- Visibly show commitment to Risk Management and OHS through participation in formal and informal discussions, workplace visits and hazard inspections, etc.

- Investigate all major Incidents and Hazards in your department and on projects you are responsible for. Includes employees, contractors, volunteers, and the general public. Complete the Incident Investigation Report in a timely manner when a significant injury or hazard has occurred.

- Review on a regular basis all incidents/hazards/ and near miss reports from council employees, contractors, volunteers, and the general public. Constructively action, implement control measures and sign off on the appropriate Incident Notification Report Form and Hazard Identification/Property Damage Report Forms.

- Be an active member (if requested by the CEO) of the Risk Management/OHS Committee.

- Ensure regular consultation with employee health and safety representatives, particularly on any workplace changes which have an OHS component.

- Initiate actions to improve Risk Management and OHS, including supervision of employees, contractors, and volunteers.

- Regularly review the Risk Management and OHS performance of Co-coordinators and supervisors.

- Assist in facilitating an early return to work of any injured employee.

3.6.2.4 SUPERVISORS AND DEPUTY SUPERVISORS (DEPOTS/WORK SITES, HOME CARE/COMMUNITY SERVICES, ADMINISTRATION)

- Foster a top-down safety cultural approach from supervision to health and safety whereby this culture becomes a core value of Council.

- Ensure all appropriate actions are taken to implement Risk Management, OHS Policies and Procedures and Legislative requirements.

- Monitor Risk Management and OHS performance within your area of responsibility.

- Visibly show a proactive commitment to Risk Management and OHS through participation in formal and informal discussions, workplace visits and hazard inspections etc.

- Investigate and Review in a timely manner all incidents/hazards/and near miss reports from Council employees, contractors, volunteers, and the general public. Constructively action, implement control measures and sign off on the appropriate Incident Notification Report Form and Hazard Identification and /Property Damage Report Forms.

3.6.3 LEGAL OBLIGATIONS OF EMPLOYERS AND EMPLOYEES

Legislation enacted such as the Accident Compensation Act and Occupational Health and Safety Act draws emphasis on safety in the workplace being one of the most single important issues in the field of employment.

3.6.4 DUTIES OF THE EMPLOYER

Employers are required under the Act to make every effort to provide and maintain a working environment for employees which is safe and without risk to health. This general duty cannot be passed on to workers, it means employers must provide safe plant and equipment; provide information, instruction, training, and supervision; monitor your health in the working environment and maintain health and safety records in the workplace.

3.6.5 DUTIES OF EMPLOYEE

Employees have a duty to take the care for which they are capable of to protect their own health and safety and to ensure that other workers are not affected by their acts or omission in the workplace.
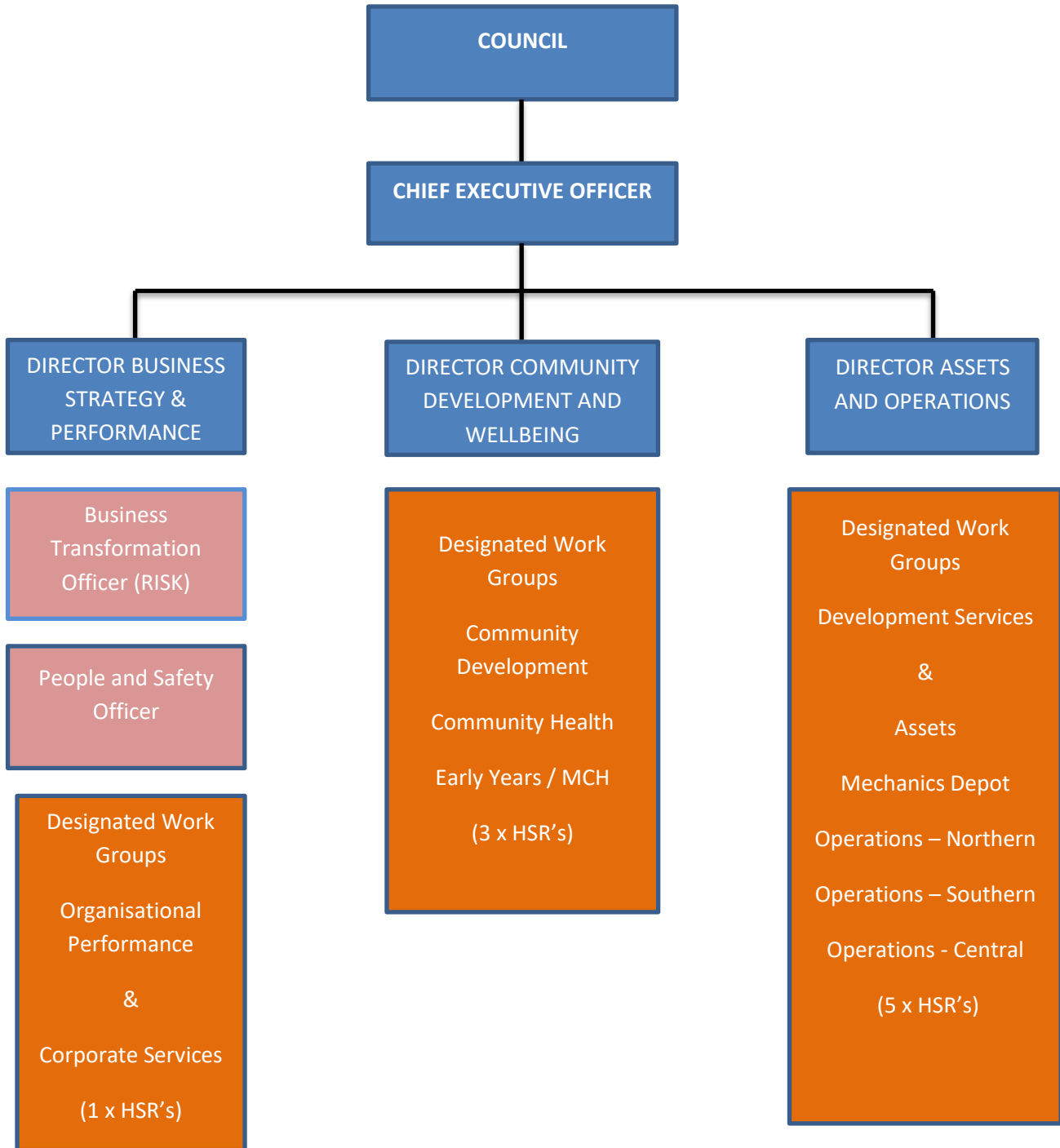
3.6.6 ORGANISATIONAL STRUCTURE AND CHART

(ISO45001 Clause 5.3)

The organisational structure chart defines the responsibilities assigned to personnel and groups and define the activities undertaken the various groups.

YSC Organisational Structure 26 01 2023.pdf

FIGURE 3 – OH&S Structure and HSR Representatives

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                        ┌──────────────────────────┐
                        │         COUNCIL          │
                        └──────────────────────────┘
                                    │
                        ┌──────────────────────────┐
                        │ CHIEF EXECUTIVE OFFICER   │
                        └──────────────────────────┘
                                    │
        ┌───────────────────────────┼───────────────────────────┐
┌──────────────────┐      ┌──────────────────────┐      ┌──────────────────┐
│ DIRECTOR BUSINESS│      │ DIRECTOR COMMUNITY   │      │ DIRECTOR ASSETS  │
│ STRATEGY &       │      │ DEVELOPMENT AND      │      │ AND OPERATIONS   │
│ PERFORMANCE      │      │ WELLBEING            │      │                  │
└──────────────────┘      └──────────────────────┘      └──────────────────┘
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DIRECTOR BUSINESS STRATEGY & PERFORMANCE

- Business Transformation Officer (RISK)
- People and Safety Officer

Designated Work Groups

Organisational Performance

&

Corporate Services

(1 x HSR's)

DIRECTOR COMMUNITY DEVELOPMENT AND WELLBEING

Designated Work Groups

Community Development

Community Health

Early Years / MCH

(3 x HSR's)

DIRECTOR ASSETS AND OPERATIONS

Designated Work Groups

Development Services

&

Assets

Mechanics Depot

Operations – Northern

Operations – Southern

Operations - Central

(5 x HSR's)

3.7 OCCUPATIONAL HEALTH AND SAFETY POLICY
(ISO45001 Clause 5.2)

Purpose

The purpose of the Occupational Health and Safety Policy and Guidelines is to ensure that Council secures, as far as reasonably practicable, the health, safety and welfare of employees and other persons in Council controlled worksites.

Scope

This policy and supporting guidelines applies to all Council employees, contractors, volunteers, and all other persons who may have cause to visit or conduct work at any Council controlled worksite.

Policy Statement

Yarriambiack Shire Council is committed to ensuring a safe and healthy work environment is provided and maintained for Councillors, staff, volunteers, contractors, and suppliers as far as is reasonably practicable. Health and safety will be given the same priority and will align equally with council business objectives.

The Council's management accepts responsibility for the effective implementation of this policy and will provide systems, training, supervision, and support to ensure a safe and healthy workplace. Safety standards will be in accordance with the requirements of current and relevant Occupational Health and Safety (OHS) legislation.

All employees, volunteers, contractors, suppliers, and Councillors have an individual and shared responsibility to perform their duties in a manner which ensures their own safety and that of others is maintained and must report all unsafe or hazardous conditions.

To achieve this Yarriambiack Shire Council will, where reasonably practicable.

a) Commit sufficient resources for the effective implementation of health and safety in all workplaces.

b) Commit to the development of safe work methods to reduce potential risks / injuries or illness associated with work activities.

c) Ensure established and measurable targets (*e.g., internal, and external audits, legislative changes*) are met to promote continual health and safety improvements.

d) Ensure all employees understand and accept their health and safety responsibilities and are held accountable for those matters within and under their control.

e) Council will provide adequate and suitable OH&S training, to ensure staff are competent and suitably skilled, to undertake tasks which have been assigned to them.

f) Engage competent contractors who can demonstrate a high standard of health and safety performance in accordance with the legislation.

g) Promptly and completely investigate incidents and near misses along with reporting and implementing suitable controls for all incidents in a timely manner.

h) Provide an efficient system of injury management and rehabilitation for staff.

i) Encourage consultation for OHS matters across all levels of the organisation.

j) Support elected OHS representatives to undertake their legislative responsibility.

k) Promote awareness and support mental health and wellbeing.

l)   Reduce behaviours, such as bullying in the workplace than can be harmful to the health of workers e.g., Psychological Health and Wellbeing

Enforcement of Policy

Non-compliance with this Policy and associated Guidelines will result in the following steps being taken to ensure compliance by an employee:

a)   Verbal warning.

b)   OH&S training refresher

c)   Written warning for non-compliance

d)   Stood down without pay, until such time as the employee is prepared to adhere to the OH&S Policy and associated Guidelines

3.8 CONSULTATION AND WORKER PARTICIPATION
(ISO45001 Clause 5.4 (all)

Yarriambiack have established activities which involves participation from all personnel employed. This process operates through an employee representative system for designated workgroups. This process is aligned to the requirements specified within the Occupational Health and Safety Act section 43.

3.8.1 OH&S COMMITTEE MEETING
All Designated Work Group meetings <u>are to be held prior</u> to OH&S Committee Meetings.

The primary function of the OH&S committee is to oversee the implementation and ongoing improvement of an effective Council Health and Safety System.

The committee's main functions are to:

a)   Identify issues that many relate to issues of safety or health within specific areas.

b)   Improve health and safety communications within the Council

c)   Review all existing and new policies and procedures which impact on safety.

d)   Arrange appropriate training for all staff and introduce special interest speakers and subjects in the area of Health and Safety.

e)   Review all accident, injury and damage reports and analyse results of corrective action implemented.

3.8.2 MEETING FREQUENCY & QUORUM
The OH&S meeting is held on a regular basis with the frequency being every second month on the first Thursday. The meeting frequency is agreed by the committee members on an annual basis. This ensures the availability of personnel to participate in an effective manner while maintaining service levels for the community.

Committee membership made up of three management representatives and nine (9) work group representatives. A quorum of half plus one (7) seven members must be in attendance. The Occupational Health and Safety Officer will chair the meeting and is a permanent member of the Committee with no voting rights. The Business Transformation Officer will attend the meetings for information only and have no voting rights.

3.8.3 MEETING AGENDA
A meeting agenda will be prepared and sent to members prior to each meeting.
It will list the matters to be discussed, who will attend, time and date, location of the meeting and have attached to it any documents to be reviewed prior to the meeting.

3.8.4   COMMITTEE ACTION

Any recommendation(s) arising from the committee shall be made by consensus of members. Management will respond to recommendations promptly providing reasons why

recommendations are amended, rejected, etc. Any recommendation made at a meeting should be reported back to the committee members at the next meeting on the outcome.

3.8.5   MEETING MINUTES

Minutes of each meeting will be taken and distributed to all members. The minutes will include the following details:

a)   Organisational and committee name

b)   Meeting time, date, and location of meeting

c)   Members present or absent

d)   Items discussed

e)   What action to be taken, by what date and by whom

f)   Time the meeting closed.

3.9   PLANNING
(ISO45001 Clause 6.0 (all) & 8.0 (all))

Note: This section includes information on Hazard Identification and risk management, opportunities, and strategic objectives.

The Council has developed a strategic plan for the management of Councils activities. Information on OH&S issues are part of this planning process; however, issues, incidents and performance levels are discussed through both the OHS committee meetings and management team meetings.

As a requirement for the Council the Local Government Performance Reporting Framework is a mandatory system of performance reporting for all Victorian councils. It ensures that councils are measuring and reporting on their performance in a consistent way to promote transparency and accountability in the local government sector.

The framework is made up of a range of measures, including roads, planning, animal management and waste. It is complemented by a Governance and Management checklist of 24 items, which shows the policies, plans and procedures that in place at each council.

Council community satisfaction surveys measure what the community thinks about their council's advocacy efforts, customer service, consultation on key issues and overall performance.

The current planning process is structured in accordance with the process map figure 6. The current plan defines the objectives, strategies to achieve the objectives and the performance measures used to evaluate performance.

Figure 5 - Strategic Planning Overview Model
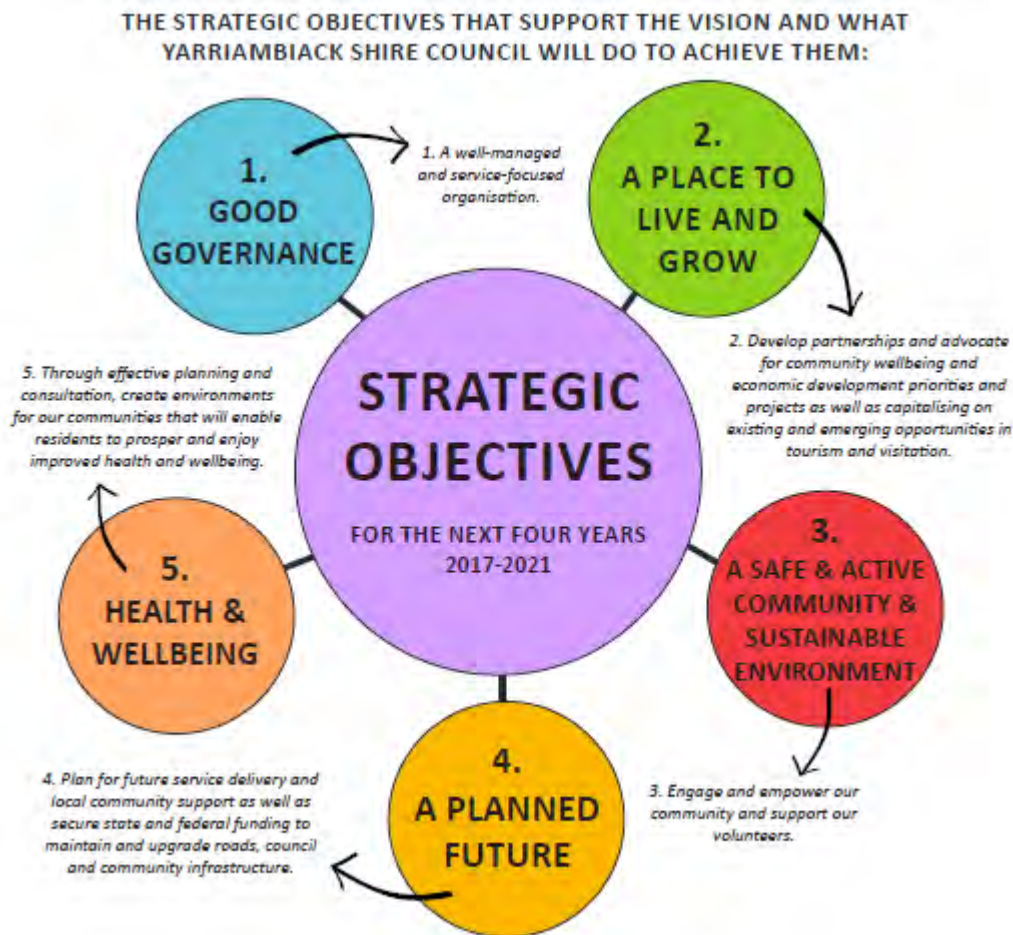
As part of the planning processes systems have been developed to assist the elimination or reduction in identified hazards and resulting risks. These systems and process include: -

a) **Safety / Risk Management Plan** – A project plan is currently available for the period 2018 to 2020 defining areas for review and / or development. Information and processes to be examined / reviewed or developed include:

- Review and update OHS and Risk Policies as appropriate.
- Update and review the OHS Manual (this manual) as required.
- Review and report on legislative information and report as defined by the plan.
- Conduct risk management training for identified personnel.
- Review / update or develop safe work method statements as appropriate.
- Review / conduct training for personnel as required.
- Undertake employee assessments.
- Review of contractor requirements and information.
- Review / update chemical register and information as required.
- Review / update asbestos register as required.

- Review / update hazard and incident management processes as applicable.

- Review designated risks and OHS committee activities to ensure compliance to define requirements.

- Review indoor and outdoor work compliance to planned arrangements.

- Review plant maintenance systems and compliance to requirements.

- Review testing and calibration systems and compliance.

- Review security systems and information and identify issues.

- Establish audit program and conduct audits as per the schedule agreed; and

- Address other issues as they are identified or arise.

b) **Risk Identification and Recording** – To assist manage risks any identified risk / issues are recorded and assigned to responsible officers to review in a timely manner and action as appropriate for the issue identified

c) **Operational / Work Tasks** – All operational tasks have been assessed to identify hazards and risks associated with the work activity. Information from this process has been the development of Safe Work Method Statements. SWMSs are available for all personnel undertaking the specific tasks, ensuring personnel undertaking the work activities are not exposed to uncontrolled hazards and risks.

In addition to the SWMS tasks, work conducted outdoors is assessed through a JSA process prior to commencement of works to ensure the local conditions on the worksites have all been identified and where applicable suitably controlled, are assessed for hazards and risks. The information recorded on JSA's is reviewed and discussed by the relevant work groups. Changes to controls may be made as identified.

3.9.1 ASSESSMENT AND REVIEW OF RISK AND OTHER OPPORTUNITIES
(ISO45001 Clause 6.1.2.3)

The actions resulting for the activities planned are reviewed though the OHS committee and through the management team review meetings. Any outcomes on the decision made are recorded in meeting minutes and are available as required.

3.9.2 LEGAL AND OTHER REQUIREMENTS
(ISO45001 Clause 6.1.3)

Councils are diverse organisations covering many industry areas which requires many legal processes be engaged. Information on compliance is available from the various groups of the Council.

As a requirement of local Government performance and compliance is to be reported and performance made public. This reported process is a mandated requirement.

Customer information systems have been established to allow members of the community to lodge complaints or issues which may or may not be compliant. The issues raised are managed on a daily basis as defined / required.

4   SUPPORT
(ISO45001 Clause 7.0)

4.1   RESOURCES
(ISO45001 Clause 7.1)

The Council's management ensure, where possible and as far as practicable, suitable resources are made available for the organisation's operations.

The management team have the responsibility for determining changes in the business and of the business structure and therefore the resource levels required.

4.2   COMPETENCE
(ISO45001 Clause 7.2)

Personnel joining the Council are selected on their ability to address the position criteria and manage an assessment through interview of their skills to perform the tasks as defined and required.

Trained, qualified or appropriately skilled, experienced, and independent (*where necessary*) personnel are assigned to all work and verification activities.

4.3   COMMUNICATION
(ISO45001 Clause 7.4)

The Council have well established communications systems for the communication of information, both internally and externally to relevant parties, which may include: -

- Employees.
- Rate Payers and members of the Community through the Communication Engagement Framework; and
- Other interested parties as applicable or required.

Management representatives have been assigned responsibilities for communication, IT systems and other systems to ensure information is prepared, communicated and available to all parties as required.

5   DOCUMENTED INFORMATION
(ISO45001 Clause 7.5)

The Council has an established system for the creation and approval of information such as policies, procedures or guidelines associated with safe work requirements.

To facilitate the implementation of the Shire Occupational Health and Safety Policy directives, the Shire maintains a series of relevant procedures and work instructions, refer appendix A.

These are designed to give a more in-depth understanding of the Shire's approach to Occupational Health and Safety as well as providing a base for training of staff.

These procedures and work instructions are published as stand-alone documents and are provided for the reference and training of employees.

The Occupational Health and Safety Policy Manual (*this manual*) and Procedures form part of the Shire's overall policy requirements for the managers and personnel in operational areas to readily assess and understand requirements within each Department.

Policies and procedures can be drafted by anyone, then provided to their immediate supervisor for comment and/ or amendment. When the final draft is ready all organisational health and safety/risk management policies and procedures are to be distributed to members of the OH&S/Risk Management committee for comment and discussion. Any comments or queries are

to be considered and taken to the Executive Management Team with resulting comments taken back to the committee.

The policies/procedures are taken to the Corporate Management Group for discussion. The procedure may, at this stage be endorsed. If changes are required, the policies/procedures will be given to the Executive Assistant/Human Resources Officer to make the necessary changes.

After the relevant changes are made as recommended by the Executive Management Team, the policy/procedure will then be endorsed

Once endorsed the OHS Officer will arrange for distribution of the policy/procedures to all relevant groups.

Electronic information systems are used for the storage and communication of information. These systems are managed internally with external support from IT specialists. All systems are routinely "backed up" to ensure security and retrieval of information is always maintained.

The Shire also maintains a manual record management system for the recording and safe storage of information. This system is utilised for storage of hardcopy information such as previously lodged incidents and hazard reports.

6   MANAGEMENT OF CHANGE
(ISO45001 Clause 8.1.3)

As per clause 3.6.1 and 3.6.2 of this manual, approval of change for work practices, systems of work including other resources requiring change are managed through the Executive Management Team. Should the level of change be of greater importance the CEO may be required to submit the proposed change to the Council members for final approval.

Where minor changes are proposed in the work practices, Managers and Supervisors can approve changes, however prior to final approval is made the changes are discussed with all impacted parties, being employees, contractors, volunteers or supplies as appropriate.

7   PROCUREMENT
(ISO45001 Clause 8.1.4)

The Shire has developed a procurement policy for the provision and procurement of materials and or services, including contractors for the Shire with the objectives of this Policy are to:

a)   Establish a procurement framework for Council to achieve value for money and continuous improvement in the provision of services for the community.

b)   Ensure that council resources are used efficiently and effectively to improve the overall quality of life of people in the local community.

c)   Achieve compliance with relevant legislative requirements.

d)   Ensure any safety and risks are mitigated prior to delivery.

e)   Achieve high standards of probity, transparency, accountability, and risk management.

f)   Give preference to the procurement of environmentally sustainable goods, services and works.

g)   give preference to the procurement of goods, services, and works from within Yarriambiack Shire Council and surrounding municipalities where price, quality, services standards, and delivery is comparable to other suppliers.

The policy encompasses all elements of the procurement of goods and services and requires compliance from Councillors, Special Committee members, Staff, Contractors, Consultants, and other members as required by the Chief Executive Officer.

The Procurement Policy is made under Section 186A of the Local Government Act 1989. The Act is the key legislative framework that regulates the process of all local government procurement in Victoria. Section 186A of the Act requires the Council to prepare, approve and comply with a Procurement policy encompassing the principles, processes and procedures applied to all purchases of goods, services, and works by the Council.

If additional information is required in relation to this policy, refer to the policy as documented.

8   EMERGENCY PREPAREDNESS AND RESPONSE
(ISO45001 Clause 8.2)

8.1   EMERGENCY PREPAREDNESS OVERVIEW

Information for emergencies has been prepared and is available for all workgroups should the need arise. This information is available in the Occupational Health and Safety Policy and Guideline information.

There is the potential for a range of emergency situations to occur both on-site and off-site in relation to work activities. Specific situations are identified, and emergency procedures developed and communicated to all impacted parties.

Where an emergency situation has occurred, the steps to be followed as per the procedures for dealing with diverse types of incidents (e.g., first aid, fire, spills, damage to vehicles / plant / property). Responsibilities have been assigned

Assembly Points:
Assembly points have been identified and clearly marked for each workplace. These are identified on floor plans and included on the Emergency Procedures posters. The internal (*office*) assembly point is where the warden can take an initial count of personnel. The external (*outdoor / depot*) assembly point is where the staff will be evacuated to upon the orders of the warden.

Fire Wardens:
The names and contact numbers of the Chief and Area Wardens is listed on the Emergency Procedures Posters. During an emergency they will be identified by the appropriate coloured hat.

Emergency Control Team:
The primary role of the Wardens is to ensure the safety of the workplace occupants or building and the orderly evacuation from the danger zone to the designated assembly points.

The **Emergency Control Team** will consist of:

Chief Warden
This officer coordinates the emergency procedures for the whole building or workplace and will lead all personnel to the nominated area or assembly area. The responsibility of this role is to ensure all staff, visitors and contractors are accounted for.

Deputy Warden
This officer assists the Chief Warden and assumes the role of Chief Warden in their absence.

8.2 EVACUATION TEST EXERCISES / DRILLS

A complete building / workplace evacuation exercise is required to be completed at least once annually as part of the management of our emergency procedures.

The annual building / workplace evacuation exercise is arranged and coordinated by the Emergency Control Team.

The objectives of these exercises are to ensure that:

- Employees, including any contracted personnel are familiar with procedures to be followed in an emergency.

- The emergency procedures are well practiced; and

- The emergency procedures remain effective.

During any drill or evacuation exercise, the Emergency Control Team have authority to instruct staff to cease working and leave their work area and assemble as described.

A report is prepared as a result of the evacuation exercises with the aim of identifying areas of weakness in the process or of the current procedures. Issues identified will be discussed with management team to ensure any changes required are implemented in a timely manner and communicated to all personnel.

9 MANAGEMENT REVIEW AND PERFORMANCE EVALUATION
(ISO45001 Clause 9.1 & 9.3)

The executive management team conducts meetings on a regular basis and requires input from all sections of the business including details of actions required from the Council meetings.

An agenda is prepared for each meeting which includes the following categories, however additional items may also be discussed as required. The standard agenda is discussion and review of:

- OH &S and Risks including: -
    - o incident reports
    - o OHS audit findings and recommendations
    - o Risks and opportunities
- Annual Review Process
- Governance Audit and Software issues
- Legal Compliance issues
- I.T Direction
- Budget performance

- Council meeting document changes proposed, or approval requires

- Items for Forum and Council meeting for the next month

- Program performance for relevant groups

- Issues from Interested Parties (community complaints / issues, other parties / organisations)

- Other Business as identified.

In addition to the EMT meetings, Emergency Management Meetings are held 3 times a year which includes areas for Risk for the Council. An agenda is available in the Emergency Management Folder.

Areas of concern or issues that require Executive decisions form the EMM or the OHS Committee meetings are discussed at the EMT meetings.

Minutes are compiled and retained for all meetings to demonstrate compliance of issues discussed.

10 AUDIT PROGRAMS
(ISO45001 Clause 9.2)

To ensure that the Health and Safety Policy and Procedures of Council are implemented fully and compliant a process of audits and reporting has been implemented.

Audits are divided into two (2) distinct categories:

- Regular Site/Work Area checks which are the responsibility of the individual Managers, Co-Ordinators and Supervisors.

- Examination of the ongoing development and effectiveness of the Council's overall Occupational Health and Safety system.

Responsibility for the performance of the safety audit program shall be managed by the Council's Manager Organisational Performance, supported by the Occupational Health and Safety Officer. Audits are to be conducted on an annually basis with the program approved by the leadership team.

The audit program will ensure one random safety audit of a regular site or work area annually to ensure policies and procedure specified for the work groups are being utilised as required and other issues such as JSA's are completed as required and that specified PPE requirements are being used as expected by the policies. The Council's Safety Check Form is to be used in this process.

To ensure all personnel understand Council's policies and procedures can be best demonstrated by having random interviews conducted with a cross section of Yarriambiack Shire Council employees included in the audit process.

All audits need to consider the outcome of any reported injuries and incidents and the need to report on the potential impact(s) that those occurrences may have had on the Council's system i.e., where corrective actions have been taken to change the system, identify the actions taken, how the changes have been communicated to all involved personnel and how effective the changes appear in preventing a recurrence of that type of incident.

Additional audit programs are also undertaken at times by the Council's insurance organisation which also assesses risks management issues across the Council activities. Reports and action recommendations are provided following these audits.

11 IMPROVEMENT
(ISO45001 Clause 10 All)

The Council has developed and implemented procedures and guidelines for the investigation of incidents and includes a requirement for the inclusion of a corrective action plan.

The incident reporting and investigation process is part of the improvement processes implemented by the management team. Included in the improvement systems are other systems which include:

- Issues raised as Hazards or other items (*risk areas*) listed for improvement on the risk register.

- The safety audit program, findings, and recommendations.

- The Civica CRM system for issues related to the community.

- The insurance assessments process; and

- Recommendations made from structure meetings such as:
  - o OHS Committee meetings.
  - o Emergency Management Meetings.
  - o The Executive Management Meeting; and
  - o Recommendations from Council Meetings.

12 APPENDIX A – POLICY / PROCEDURE /FORM INDEX

The following table lists the available information prepared and implemented to support the processes discussed within this manual. Should information be required from any of the listed documents, please refer to the Common to All Drive, Staff Policies and Council Policies for the latest and issued version as documents could be under review / change.

Policy Name	Guidelines
Human Resource Policy and Guidelines	- Recruitment and Selection - Induction Program - Police and Working with Children Checks - Volunteer Management - Probationary Period - Performance Monitoring and Staff Development - Expense Reimbursement - Training and Staff Development Attendance - Managing Underperformance and Unsatisfactory Behaviour - Managing and Investigating Misconduct - Disciplinary and Corrective Action - Leave Entitlements - Long Service Leave Transfer - Sick Leave Transfer - Bullying and Harassment - Sexual Harassment - Discrimination - Equal Employment Opportunity - Diversity Management - Human Rights - Children in the Workplace - Personal Employee Visitors - Recognition of Service - Redundancy, Redeployment and Retrenchment - Workplace Functions - Staff Uniform - Higher Duties - Temporary Change of Hours - Flexible Working Arrangements - Working from Home - Secondary Employment - Internal Complaints and Grievances - Employee Assistance Program - Transition to Retirement
Employee Code of Conduct for Staff	

Policy Name	Guidelines
Family Violence – Management Policy & Procedure	
Firearm Policy	
Occupational Health, Safety and Wellbeing Guidelines	• Outdoor Workers Uniform and Personal Protective Equipment and Clothing • Protection of Workers from Ultraviolet Radiation • Incident and Accident Reporting and Investigation • Occupational Health and Safety Issue Resolution • Noise Control • First Aid • Lock Out / Tag Out • Plant Management • Hazard Management and Risk Assessment • Job Safety Analysis • Safety Inspection and Testing of Electrical Equipment • Smoke Free Workplace • Seasonal Heat / Catastrophic Fire Danger • Safe Disposal of Sharps • Manual Handling • Working Alone • Hot Work Permit System • Occupational Health and Safety Training • Health and Wellbeing • Health Monitoring • Mental Health in the Workplace • Pregnancy and Breastfeeding at Work • Health Records • Fatigue Management • Working in Heat • Working in Cold Weather
Fit for Work Policy and Procedure	
Public Interest Disclosure Policy	
Return to Work Policy and Guidelines	
Gifts, Benefits & Hospitality Policy	

Chief Executive Officer Approved Policy and Guidelines

Adopted:	CEO Approved Date	CEO Name	CEO Signature
	03/01/2020	Jessie Holmes	
Reviewed:	08/02/2022 Administrative changes around Organisational structure link update	Tammy Smith	